

SOCIAL WORK CONTACTS MODULE

December 2, 1999

Updated November 14, 2005

SWSS Project

USER REQUIREMENTS

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1 INTRODUCTION

1.1 Purpose

The Social Work Contacts Module is designed to reduce paperwork for workers and to collect information regarding case contacts for service planning, parenting time and efforts to locate children who are AWOL. It is being developed to meet licensing and Structured Decision Making (SDM) requirements for documentation.

1.2 Target Audience

This document is intended for SWSS development staff who will be developing a Detailed Design document to address the requirements listed in this document. It will also be of interest to development staff charged with maintaining the SWSS automated system.

The following personnel may also be interested:

- CWI Trainers
- FIA help Desk personnel
- SWSS advance users
- Zone Children's Services Specialist
- CFS Policy Staff

2 MODULE NARRATIVE

The Social Work Contacts Module is used whenever there is a need to record contact information on a case.

3 NAVIGATION FLOW

3.1 Screen Interaction

The Social Work Contact Module may be accessed from the Case Closing Module, to collect information about case contacts, which is required for the Foster Care Action Summary (FIA-69). It is also accessed from the Placement Module, to collect contacts made for the purpose of locating AWOL children. This module may also be accessed from the SDM Case Management menu. It may then be used to collect information about case contacts, AWOL, or about Parenting Time.

3.2 System Flow

The Case Closing Module must access this module to record social work contacts before the foster care case is closed.

The Placement Module may access this module to enter AWOL contacts.

The SDM Case Management menu has an icon to allow access to Social Work Contacts of all types.

4 REQUIREMENTS LIST

The comprehensive (we hope) list of requirements derived from the original requirements, ensuing memos, emails, and test plan documentation.

4.1 Screen, Data, Out-of-Module, Output, Module and Miscellaneous Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Social Work Contacts module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (SW = Social Work Contacts).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

SW-1	SCREEN REQUIREMENTS:	Testing Status
SW-1.1	There must be a “Contact Summary” main screen.	P
SW-1.1.1	If this module is called by Main Menu, user must be allowed the option to add social work contacts to different cases while within the module.	P
SW-1.1.1.1	The sections menu must be disabled.	P
SW-1.1.1.2	The case id box must be hidden and replaced by a Case List.	P
SW-1.1.1.2.1	The case names and log numbers for the user’s active caseload must be available for selection.	P
SW-1.1.1.2.2	If the user is a supervisor, s/he must select a worker and, then, that worker’s active caseload.	P
SW-1.1.2	If this module is called by the Case Management System (CMS) Menu, the user can only add contacts for the specific case and any companion cases.	P
SW-1.1.2.1	User may add/update case contacts, parenting time Team decision making and AWOL contacts.	P
SW-1.1.3	If this module is called by Case Closing, it will be used to add/update Case Contacts.	P
SW-1.1.4	If this module is called by Placement, it will be used to add/update AWOL contacts The user can only add contacts for the specific case and any companion cases.... pass per MAJ 2/23/06	p

SW-1.1.5	The following contact information will be displayed in a table format:	P
SW-1.1.5.1	Contact Date	P
SW-1.1.5.1.1	The screen display must be ordered from most recent contact to earliest contact.	p
SW-1.1.5.2	Contact Time	P
SW-1.1.5.2.1	Optional	p
SW-1.1.5.2.2	If more than one contact is entered for a specific date, the time of the contact must be entered.	P
SW-1.1.5.2.3	Contacts must be sorted by date (and time if entered) regardless of the order in which they are entered in this section.	p
SW-1.1.5.3	Contact Type (i.e., case contact, parenting time or AWOL)	P
SW-1.1.5.4	Person(s) Involved in Contact	P
SW-1.1.6	All contacts for the case and all companion cases are to be displayed on the Contact Summary screen regardless of method of accessing the module.	P
SW-1.1.6.1	Case Contacts and Team Decision Making Contacts are made between an agency staff member and case members or other persons related to the case.	P
SW-1.1.6.2	AWOL Contacts are made between an agency staff member and case members or other persons who might have information about the child.... ser7406	F
SW-1.1.6.2.1	Parenting Time Contacts are made between at least one parent and the child.	p
SW-1.1.7	The following mechanisms must be on the main screen.	P
SW-1.1.7.1	Mechanism to “Add” contact information.	P
SW-1.1.7.2	Mechanism to “Update/View” contact information.	p
SW-1.1.7.3	Mechanism to "Print" contact information.	P
SW-1.1.7.4	Mechanism to "Delete" a contact.	p
SW-1.2	There will be a “Contact Details” screen with the following information:	P
SW-1.2.1	Contact Date and Time as a date field box.	P

SW-1.2.2	Contact Type as a pick list. Options will be:	P
SW-1.2.2.1	Case Contact - – The pick list will default to this choice. If the choice is not changed, the default will be saved when the contact is added or updated.	p
SW-1.2.2.2	Parenting Time	P
SW-1.2.2.3	AWOL	P
SW-1.2.2.3.1	If the user is adding or updating an AWOL contact and changes the contact type, display a message, "Are you sure you want to change the contact type? Yes/No."	p
SW-1.2.2.4	Team Decision Making	p
SW-1.2.3	There must be two tabs: Contact Description and Contact Summary.	P
SW-1.2.3.1	The Contact Description Tab must contain the following information:...ser 7373	f
SW-1.2.3.1.1	A listing of available members and relationships that can be selected or deselected.	P
SW-1.2.3.1.2	User must be able to select one, or several (using the Ctrl key) members except for AWOL contacts. AWOL contacts must be selected one at a time....to be changed with addenda #7 ser 7407	f
SW-1.2.3.1.3	Listing must include generic persons: foster parent, therapist, school, day care provider, doctor/dentist, TDM facilitator.....ser 7373	f
SW-1.2.3.1.4	There must also be an option to add persons not on the list, including name and relationship.	P
SW-1.2.3.1.5	Selected members must appear in the Involved Members list.	P
SW-1.2.3.1.6	Table will be pre-filled if this is an update or view.	P
SW-1.2.3.1.7	At least two persons, a parent and the child, must be included in the Involved Members list if Parenting Time is the contact type.	P
SW-1.2.3.1.8	There must be a Contact Method pick list.	P
SW-1.2.3.1.9	This list will include pre-disgnated possible methods plus "other."	P
SW-1.2.3.1.10	If "other" is selected, the "Other Contact Method" text	f

	box must be enabled, and the user must enter the method.... ser7408	
SW-1.2.3.1.11	There must be a Contact Location pick list.	p
SW-1.2.3.1.12	This list will be disabled if the contact method is not face to face.... ser7410	f
SW-1.2.3.1.13	This list will include pre-designated possible locations plus "other."	p
SW-1.2.3.1.14	If "other" is selected, the "Other Contact Location " text box must be enabled, and the user must enter the location... ser7409. +method should chg to location	f
SW-1.2.3.1.15	This tab must have a mechaism to Cancel the Add/Update/View process.	p
SW-1.2.3.1.16	This tab must have a mechanism to access the Contact Summary tab (i.e., a Next button).	p
SW-1.2.3.1.17	The Contact Summary Tab must contain the following information:.. ser7296	f
SW-1.2.3.1.18	A Contact Summary text box with the notation that the summary prints on Service Plans and Closing Summary.... ser7296	f
SW-1.2.3.1.19	This field has a limit of 5000 characters.	p
SW-1.2.3.1.20	An additional information text box with the notation that this prints only on the Contact Notes report.	p
SW-1.2.3.1.21	This field has a limit of 3000 characters.	p
SW-1.2.3.1.22	This tab must have a mechanism to return to the Contact Description Tab (i.e., a Previous button).	p
SW-1.2.3.1.23	This tab must have a mechanism to Add/Update (i.e., save) the entered information (i.e., a Continue button).	p
SW-2	DATA EDITING REQUIREMENTS:	NA
SW-2.1	Contact Date entered must be a valid date.	P
SW-2.2	Contact Date must be on or before entry date.	P
SW-3	OUT-OF-MODULE REQUIREMENTS:	NA
SW-3.1	Action Summary from Case Closing must contain a mechanism to access this module.	p

SW-3.2	The AWOL report from Placement must contain a mechanism to access this module.	p
SW-3.3	Main Menu must contain a mechanism to access this module.	P
SW-3.4	Case Management System Menu must contain a mechanism to access this module.	P
SW-4	MODULE REQUIREMENTS:	NA
SW-4.1	If the user performs an action upon the database after the database has timed the user out, SWSS must automatically reconnect to the database and continue working.	P
SW-4.2	Central Office users (county 84) need inquiry access for case information.	P
SW-5	OUTPUT REQUIREMENTS:	NA
SW-5.1	FC Social Work Contacts	P
SW-5.1.1	Standard case identification box including:	P
SW-5.1.1.1	Case Number	P
SW-5.1.1.2	Log Number	P
SW-5.1.1.3	Case Name	P
SW-5.1.1.4	Worker Load Number	P
SW-5.1.1.5	Worker Name	p
SW-5.1.1.6	Placement Date	p
SW-5.1.2	Period covered by report: MMDDYYYY to MMDDYYYY	P
SW-5.1.3	The contacts types must be separated into Case Contacts and Parenting Time.	P
SW-5.1.3.1	Case contacts, in this context, includes any AWOL and Team Decision Making contacts.	p
SW-5.1.3.2	Contacts must be listed in chronological order from earliest to most recent	p
SW-5.1.4	Each contact should print in columns with the following elements:	P

SW-5.1.4.1	Date	P
SW-5.1.4.2	Persons Involved	P
SW-5.1.4.3	Relationship	P
SW-5.1.4.4	Contact Method	P
SW-5.1.4.4.1	If Face to Face, bold the words Face to Face	P
SW-5.1.4.5	Scheduled	P
SW-5.1.4.5.1	Print N/A if not Face to Face or attempted Face to Face contact...	p
SW-5.1.4.6	Kept/unkept	P
SW-5.1.4.6.1	Print N/A if not Face to Face or attempted Face to Face contact... ser7411	F
SW-5.1.4.7	Contact Location.	NA
SW-5.1.5	After each grid, print the Contact Summary information for that contact	p
SW-5.2	Add a new report: Contact Detail	P
SW-5.2.1	Standard case identification box including:	p
SW-5.2.1.1	Case Number	p
SW-5.2.1.2	Log Number	p
SW-5.2.1.3	Case Name	p
SW-5.2.1.4	Worker Load Number	p
SW-5.2.1.5	Worker Name	NA
SW-5.2.1.6	Placement Date	p
SW-5.2.2	Period covered by report: MMDDYYYY to MMDDYYYY	P
SW-5.2.3	The contacts types must be separated into Case Contacts and Parenting Time.	p
SW-5.2.3.1	Case contacts, in this context, includes any AWOL and Team Decision Making contacts.	NA
SW-5.2.3.2	Contacts must be listed in chronological order from earliest to most recent	P

SW-5.2.3.3	Both the Contact Summary and the Contact Detail are to be included.	NA
SW-5.2.3.4	Do not include any contact that does not have Contact Detail information.	p
SW-5.2.4	Each contact should print in columns with the following elements:	p
SW-5.2.4.1	Date	P
SW-5.2.4.2	Persons Involved	P
SW-5.2.4.3	Relationship	P
SW-5.2.4.4	Contact Method	p
SW-5.2.4.4.1	If Face to Face, bold the words Face to Face	P
SW-5.2.4.5	Scheduled	P
SW-5.2.4.5.1	Print N/A if not Face to Face or attempted Face to Face contact	p
SW-5.2.4.6	Kept/unkept	P
SW-5.2.4.6.1	Print N/A if not Face to Face or attempted Face to Face contact... ser7411	f
SW-5.2.4.7	Contact Location.	NA
SW-5.2.5	After each grid, print the Contact Summary and Contact Detail information for that contact	p
SW-6	MISCELLANEOUS REQUIREMENTS:	na
SW-6.1	Contact Location pick list (in alphabetical order): Court, Detention, Doctor's Office, DHS Office, Foster Home, Hospital, Independent Living Placement, Jail, Parental Home, Other , Relative's Home, Residential Placement, School, Therapist Office, other.	p
SW-6.2	Contact Method pick list (in alphabetical order): Email, Face to Face, Other , Phone call, other.	p

5 SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

5.1 Original Requirement

5.2 Memos

5.2.1 Addendum 1

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: September 26, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Social Work Contacts Module Documentation - Addendum 1

It is necessary to amend the Social Work Contacts Module Documentation memo of December 2, 1999. After focussed testing (SER #906) and discussions with program, project and development staff, it was noted that the following requirement needs revision:

1. SW-1.1.2.3 must be deleted.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock/Jeanne Beckley
Sue Doby
Beth Dean

5.2.2 Addendum 1 (2004)

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Daniel Klodt, Manager
Services Area
ITMS

Date: February 12, 2004

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Child and Family Services Administration

Subject: SWSS FAJ - Social Work Contacts Module Requirements -
Addendum 1

It is necessary to amend the Social Work Contacts Module requirements updated on October 14, 2003. The following requirements must be added:

1. SW-1.1.2.2.1 must be modified to state: "... **and time.**"
2. SW-1.1.3.3.1 must be modified to state: "... **and time.**"
3. SW-1.1.4.5.1 must be modified to state: "... **and time.**"
4. Add a sub-requirement to SW-1.2.1: SW-1.2.1.1 Time is an optional entry.
5. Add a sub-requirement to SW-2.1: SW-2.1.1 If more than one contact is entered for a specific date, the time of the contact must be entered.
6. Add a sub-requirement to SW-2.1: SW-2.1.1 Contacts must be sorted by date (and time if entered) regardless of the order in which they are entered in this Section.

Thanks for your cooperation.

cc: Mary DeRose
Sue Tomes
Vicki Weller

5.2.3 Addendum 2

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Daniel Klodt, Manager
Services Area
ITMS

Date: January 18, 2005

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services

Subject: SWSS: Social Work Contacts Requirements - Addendum 1

It is necessary to amend the Social Work Contacts Requirements submitted on August 26, 2004. The following requirement must be modified:

7. SW-4.3.1.2 must be modified as follows: “Type AWOL, ~~all~~ **Case and Parenting Time, Case and AWOL**.”

Thank you for your cooperation.

cc: Mary Somma
Patty Whitlock
Vicki Weller

5.2.4 Addendum 3

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Daniel Klodt, Manager
Services Area
ITMS

Date: January 25, 2005

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services

Subject: SWSS: Social Work Contacts Requirements - Addendum 2

It is necessary to amend the Social Work Contacts Requirements submitted on August 26, 2004 and updated on January 18, 2005. The following requirement must be added:

8. SW-1.1.5.1.1: The screen display must be ordered from most recent contact to earliest contact.

Thank you for your cooperation.

cc: Mary Somma
Patty Whitlock
Vicki Weller

5.2.5 Case Members Memo

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Daniel Klodt, Manager
Services Area
ITMS

Date: April 13, 2004

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Child and Family Services Administration

Subject: SWSS FAJ - Standard Listing of Case Members on Printed Documents

There are several methods of listing case members on printed documents. This memo is to provide consistency throughout SWSS FAJ when printing case member information.

9. If more than one sibling is included on a document, the siblings always should be listed in the order of oldest to youngest.
10. Names should display/print as last name, first name, no AKA's and the first letter of each name should be capitalized.

Please let me know if you need additional information.

Thanks for your cooperation.

cc: Mary Chaliman
Sue Tomes
Vicki Weller

5.2.6 Addendum 5

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STATE OF MICHIGAN

**Department of
Human
Services**

Memo

Tel: 517 373 2084
Fax: 517 335-6177

To: Daniel Klodt, Manager
Services Area
DIT
Date: 06/22/05
From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services
Subject: SWSS: Social Work Contacts Requirements - Addendum 5

It is necessary to amend the Social Work Contacts Requirements submitted on August 26, 2004 and updated on January 18 and 25, 2005 and February 28, 2005. The following requirements must be modified or added:

1. Add a sub-requirement to SW-1.1.1.2.2: SW-1.1.1.2.2.1 Only caseworkers are to be included in the worker list.
2. SW-1.1.6.1 must be modified to state: Case Contacts are made between ~~an agency staff member and~~ case members and other persons who might have information about the child. **This may include agency staff members; however, such inclusion is not required.**
3. Add a new report:
 - SW-5.2 Social Work Contacts Detail Report
 - SW-5.2.1 Standard case identification box including:
 - SW-5.2.1.1 Case Number
 - SW-5.2.1.2 Log Number
 - SW-5.2.1.3 Case Name
 - SW-5.2.1.4 Worker Load Number
 - SW-5.2.1.5 Worker Name
 - SW-5.2.2 Period covered by report: MMDDYYYY to MMDDYYYY

- SW-5.2.3 The contacts types must be separated into Case Contacts and Parenting Time.
- SW-5.2.3.1 Case contacts, in this context, includes any AWOL contacts.
- SW-5.2.3.2 Contacts must be listed in chronological order from earliest to most recent.
- SW-5.2.3.3 Do not include any contact that does not have Contact Detail information.
- SW-5.2.4 Each contact should print as a grid with the following elements:
 - SW-5.2.4.1 Date
 - SW-5.2.4.2 Persons Involved
 - SW-5.2.4.3 Relationship
 - SW-5.2.4.4 Contact Method
 - SW-5.2.4.4.1 If Face to Face, bold the words Face to Face
 - SW-5.2.4.5 Scheduled
 - SW-5.2.4.5.1 Print N/A if not Face to Face or attempted Face to Face contact
 - SW-5.2.4.6 Kept/unkept
 - SW-5.2.4.6.1 Print N/A if not Face to Face or attempted Face to Face contact
- After each grid, print the Contact Summary and Contact Detail information for that contact.

Thank you for your cooperation.

cc: Mary Somma
Patty Whitlock
Vicki Weller

5.2.7 Addendum 6

www.michigan.gov

STATE OF MICHIGAN
**Department of
Human
Services**

Memo

Tel: 517 373 2084
Fax: 517 335-6177

To: Daniel Klodt, Manager
Services Area
DIT
Date: 11/02/05

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services

Subject: SWSS: Social Work Contacts Requirements - Addendum 6

It is necessary to amend the Social Work Contacts Requirements submitted on August 26, 2004 and updated on January 18 and 25, 2005, February 28, 2005 and June 22, 2005. The following requirements must be added, modified or deleted:

4. SW-1.1.1.2 must be modified to state "... and replaced by a ~~"select case to add/view contacats."~~ **case list.**"
5. SW-1.1.2 must be modified to state: "... for the specific case **and any companion cases.**"
6. SW-1.1.5.5 and SW-1.1.5.6 must be deleted.
7. SW-1.1.6.1 must be modified to state "Case Contacts **and Team Decision Making Contacts** are made ..."
8. SW-1.2.2 must be modified to state "Contact type as a ~~group of option buttons~~ **pick list.** Options will be:
9. SW-1.2.2.1 must be modified to state "Case Contact – **The pick list will default to this choice. If the choice is not changed, the default will be saved when the contact is added or updated.**"
10. Add a sub-requirement to SW-1.2.2: SW-1.2.2.4 Team Decision Making
11. Delete requirements SW-1.2.3 through SW-SW-1.2.4.2.13 These will be replaced by the following requirements:

12. SW-1.2.3: There must be two tabs: Contact Description and Contact Summary
13. SW-1.2.3.1: The Contact Description Tab must contain the following information
14. SW-1.2.3.1.1 A listing of available members and relationships that can be selected or deselected.
15. SW-1.2.3.1.1.1 User must be able to select one, several (using the Ctrl key) or all members.
16. SW-1.2.3.1.1.2 Listing must include generic persons: foster parent, therapist, school, day care provider, doctor/dentist, TDM facilitator
17. SW-1.2.3.1.1.3 There must also be an option to add persons not on the list, including name and relationship.
18. SW-1.2.3.1.2 Selected members must appear in the Involved Members list.
19. SW-1.2.3.1.2.1 Table will be pre-filled if this is an update or view.
20. SW-1.2.3.1.2.2 At least two persons, a parent and the child, must be included in the Involved Members list if Parenting Time is the contact type.
21. SW-1.2.3.1.3 There must be a Contact Method pick list.
22. SW-1.2.3.1.3.1 This list will include pre-designated possible methods plus "other".
23. SW-1.2.3.1.3.2 If 'other' is selected, the "Other Contact Method" text box must be enabled, and the user must enter the method.
24. SW-1.2.3.1.4 There must be a Contact Location pick list.
25. SW-1.2.3.1.4.1 This list will be disabled if the contact method is not face to face.
26. SW-1.2.3.1.4.2 This list will include pre-designated possible locations plus "other".
27. SW-1.2.3.1.4.3 If 'other' is selected, the "Other Location" text box must be enabled, and the user must enter the location.
28. SW-1.2.3.1.5 This tab must have a mechanism to Cancel the Add/Update/View process.
29. SW-1.2.3.1.6 This tab must have a mechanism to access the Contact Summary tab (i.e., a Next button).
30. SW-1.2.3.2: The Contact Summary Tab must contain the following information:
31. SW-1.2.3.2.1 A Contact Summary text box with the notation that the summary prints on Service Plans and Closing Summary.
32. SW-1.2.3.2.1.1 This field has a limit of 5000 characters.
33. SW-1.2.3.2.2 An Additional information text box with the notation that this prints only on the Contact Notes report.

34. SW-1.2.3.2.2.1 This field has a limit of 3000 characters.
35. SW-1.2.3.2.3 This tab must have a mechanism to return to the Contact Description Tab (i.e., a Previous button).
36. SW-1.2.3.2.4 This tab must have a mechanism to Add/Update (i.e., save) the entered information (i.e., a Continue button).
37. Add a new requirement: SW-4.4 If any companion cases are included in the contact, the information must be available to all companions.
38. SW-4.3.1.2 must be modified to state: "... AWOL, **Team Decision Making**, case and parenting time ..."
39. SW-5.1 must be modified to state: "**FC** Social Work Contacts Report"
40. SW-5.1.3.1 must be modified to state: "... includes any AWOL **and Team Decision Making** contacts."
41. SW-5.1.4 must be modified to state: "... ~~as a grid~~ **in columns** with the following ..."
42. SW-5.2 must be modified to state: "... ~~Social Work Contacts Detail~~ ..."
43. SW-5.2.3.1 must be modified to state: "... includes any AWOL **and Team Decision Making** contacts."
44. SW-6.2 must be modified to state: "... (in alphabetical order): Email Received, Email Sent, Face to Face, Face to Face attempted, Letter Received, Letter Sent, Message Left, Message Received, Other, Phone call Attempted, Phone Call Completed, Phone Call Received."
45. SW-7.1 and SW-7.2 must be deleted. They are redundant with SW-2.1 and SW-2.2.

Thank you for your cooperation.

cc: Mary Somma
Patty Whitlock
Vicki Weller

www.michigan.gov

STATE OF MICHIGAN
**Department of
Human
Services**

Memo

Tel: 517 373 2084
Fax: 517 335-6177

To: Daniel Klodt, Manager
Services Area
DIT
Date: 2/27/2006

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services

Subject: SWSS: Social Work Contacts Requirements - Addendum 7

It is necessary to amend the Social Work Contacts Requirements submitted on August 26, 2004 and updated on January 18 and 25, 2005, February 28, 2005, June 22, 2005 and November 30, 2005. The following requirements must be added, modified or deleted:

46. SW-1.1.2.1 must be modified to state "... parenting time, **Team Decision Making (TDM)** and AWOL"
47. SW-1.1.4 must be modified to state: "... ~~it will be used to add/update AWOL contacts~~ **the user can only add contacts for the specific case and any companion cases.**"
48. SW-1.2.3.1.2 must be modified to state: "User must be able to select one, or several (using the Ctrl key) members ~~except for AWOL contacts. AWOL contacts must be selected one at a time.~~"
49. SW-1.2.3.1.14 must be modified to state: "If 'other' is selected, the "Other Contact **Location Method**" text box must be enabled, and the user must enter the **location method**."
50. SW-6.1 must be modified to move Other to the end of the list: "... ~~Other~~, Relative's Home,...Therapist Office, **Other**."
51. SW-6.2 must be modified to move Other to the end of the list: "... (in alphabetical order): Email, Face to Face, ~~Other~~, Phone call, **Other**."

Thank you for your cooperation.

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**Department of
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Tel: 517 373 2084
Fax: 517 335-6177

To: Daniel Klodt, Manager
Services Area
DIT
Date: 4/27/2006

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services

Subject: SWSS: Social Work Contacts Requirements - Addendum 8

It is necessary to amend the Social Work Contacts Requirements submitted on August 26, 2004 and updated on January 18 and 25, 2005, February 28, 2005, June 22, 2005, November 30, 2005 and February 27, 2006. The following requirements must be added or modified:

52. SW-1.1.1.2.1 must be modified to state "... for the user's **active** caseload"
53. SW-1.1.1.2.2 must be modified to state: "... that worker's **active** caseload."
54. Add a sub-requirement to SW-1.1.6: SW-1.1.6.3 The contacts for the most recent 90 days must be displayed.
55. Add a sub-requirement to #3 above: SW-1.1.6.3.1 There must be an option to display all contacts for the case.
56. SW-1.1.5.3 must be modified to state: "... case contact, **Team Decision Making**, .."
57. Add a sub-requirement to SW-1.1.7.2: SW-1.1.7.2.1 The user must be given the option to print Contact Summary and Contact Detail reports for a specific time period and a specific type of contact; i.e., All, Parenting Time, TDM, Case Contacts, Face to Face Contacts.
58. Add a new requirement: SW-5.1.4.7 Contact Location
59. Add a new requirement between SW-5.2.3.2 and SW-5.2.3.3 Both the Contact summary and the Contact Detail are to be included.

60. Add a new requirement: SW-5.2.4.7 Contact Location

Please note that the requirement changes transmitted by Addendum 7 (2/27/06) have not been included in the documentation.

Thank you for your cooperation.

cc: Mary Somma
Vicki Weller

Attachment A: List of SWSS Module Prefixes

MODULE	<i>PREFIX</i>
ACTION SUMMARY	AS
ACTIVE CASE PLANNING REPORT FOR ADOPTION	ACPR
ACTIVE CASE PLANNING REPORT FOR FOSTER CARE	ACFC
ACTIVE CASE PLANNING REPORT FOR JUVENILE JUSTICE	DCM
ADOPTION ACTIVE CASELOAD	ACR
ADOPTION ACTIVITY	AA
AWOL ESCAPE REPORT FOR JUVENILE JUSTICE	AWOL
CASE CLOSING	CC
CASE LISTING	CL
CASE REGISTRATION	CR
CASE SUMMARY	CS
CASELOAD MANAGEMENT REPORT	CMR
CHILD INFO	CI
COMMENTS	CO
COMMON	CM
COMPANIONATOR-DECOMPANIONATOR	DE
CONVERSION	CV
COUNTY TO COUNTY TRANSFER	CX
CPA CASE REPORT	CP
EDUCATION	ED
FIVE DAY PACKET	FP
FOSTER CARE ACTIVE CASE MANAGEMENT REPORT	FCMR
FUNDING DETERMINATION	FD
JUVENILE JUSTICE ACTIVE CASE MANAGEMENT REPORT	DMR
LEGAL	LE
LOGIN	LO
MAIN MENU	MM
MARE	MR
MEDICAID	MA
MEDICAL PASSPORT	MP
MEMBER INFO	MI
PAYMENT	PA
PAYMENTS ONLINE!	PON
PLACEMENT	PL
PRINT133A	P1
PRINT5S	5S
PROVIDERS	PR
PS XFER	PX
RECONCILIATION	JTL
REPORT GENERATION	RG
SECURITY	SC
SOUNDEX	SO
SOCIAL WORK CONTACTS	SW
TICKLERS	TI
UTILITIES	UT

